Description of Payroll Manager Web-Application

Payroll Manager is the web application where all the records/information related to employee of the organization/company will be maintained by the particular Admin/HR/Owner/Accountant of the organization/company.

* It will store information about employees of the particular organization.
* It keeps track of employee attendance.
* It will generate monthly salary and salary pay slip of the employee on the basis of their leaves, taxes, installment etc.
* It will have information about employees, their department, designation, leaves, and information about overtime.
* It will contain holidays and events information also.
* It will also have a dashboard for admin which shows information about salary-statistics, employee structure, active, inactive, new and old employees, graph of rating of employees.

Types of User:

* **Employee:** Employee is the user that can view and update its personal details. It can able to check its salary, pay slip and able to apply for leave.
* **Admin:** Admin is the user that manage all the records of the employees. It can add, remove and also update details of the employees.

Features of Payroll Manager:

These are the Basic Features for our Payroll Management Project.

**Modules and Their Description**

**Designation Module**

Features-

* Admin can manage the Designation
* Admin can edit/Delete Designation.
* Admin can see list of Designation.
* Employee can see his Designation.

**Department Module**

Features-

* Admin can add Department.
* Admin can see list of Department Details.
* Only Admin can Edit/Delete/Update records of the Department.
* All Department form should be validated.

**Employee Module**

Features-

* Admin can add new employee records.
* Admin can see list of employee Details.
* Admin can Edit/Delete/Update records of the Employee.
* Employee can update his records.
* All Employee form should be validated.

**Salary Module**

Features-

* Admin can manage Salary.
* Admin can Edit/Delete the Salary.
* Admin can see list of all salary.
* Employee can see his salary.

**Salary Slip Module**

Features-

* Admin can add new salary slip.
* Admin can see list of salary slip Details.
* Only Admin can Edit/Update/Delete Record of salary slip Details.

**Holidays Module**

Features-

* Admin can add, view, delete and update holiday information.
* Employee can view holidays.

**Events/Calendar Module**

Features-

* Admin can add, view, delete and update events.
* Employee can view events.

**Employee Review Module**

Features-

* Admin can view review and feedback for the company given by employees for employee satisfaction.
* Employee can give review.

**Leave Module**

Features-

* Admin can view leave request and can accept/reject.
* Employee can raise leave request.

**Attendance Module**

Features-

* Admin can view attendance record of the employee.
* Employee can submit their attendance on daily basis

**Time Sheet Module**

Features-

* Admin can view defined job timing of the employee and attended job timing of the particular employee.

**Overtime Module**

Features-

* Admin can view overtime request and can accept/reject.
* Employee can raise overtime request.

**Functions of Admin:**

* Login.
* Dashboard-
  + **Employment Growth Statistics:** It is a line chart which shows the number of employees in each year/month of each department.
  + **Salary Statistics by Unit:** It is a chart which shows the salary of each department on the basis of months.
  + **Employee Structure:** It is a chart which shows the ratio of the number of male and female employees in the company/organization.
  + **Employees Status:** It is a chart that shows the number of active, inactive, new and old employees of the particular day.
  + **Employee Satisfaction:** It is a chart which shows the overall rating of employees of previous and current month.
* Holidays-
  + There is the list of holidays of the current year.
* Events/ Calendar-
  + There is the calendar of the month and which contains information about event of the particular day.
* Employees-
  + **All Employees**: There is the list of all employees and their information, search option, add employee option, delete employee option and edit details of employee. This will show number of total employees, new employees, male and female employees.
  + **Leave Requests**: There is the list of all employees who raised request for leave and there is an option to approve or cancel.
  + **Department**: There is the list of departments of the company/organization and related information (such as number of employees at particular department and head of the department). Options to add, remove, search and update department.
  + **Designations**: There is the list of all the designations of the employees with their particular department and related information (such as number of employees at particular designation). Options to add, remove, search and update department.
  + **Attendance**: Attendance of each employee for each day will be shown there. Here, admin can search employee, select month, and year. We can also plot line chart on the basis of attendance of department.
  + **Time Sheet**: Here, we will show daily punch-in and punch-out time of the employees. It shows the punctuality of the particular employee.
  + **Overtime**: Here, is the list of all employees who did overtime with their number of hours of overtime. Also show number of total employees who did overtime, pending requests for overtime, rejected requests for overtime, number of overtime hours of this month, approve and cancel request of overtime on daily basis for the next day.
  + **Contact**: Here, is the contact information of the employees.
  + **Payroll**: here is the list of all employees with their employee id, email address, Gross salary, Net salary, salary status, role, join date, pay-slip information. Also show how much amount is taken by each departments. When admin, click on pay-slip button this will display the pay slip id, date, employee information, deductions and addition in the salary of particular employee.
* Admin profile: Here admin can view and update its profile.
* Login.

**Functions of Employees:**

* Login
* Home: Here, is the information about employee, salary of the month and salary status of the current month.
* Pay slip: Can view pay slips of selective month. By default, show pay slip of current month.
* Leaves: It will show number of leaves taken by employee, remaining leaves and option to apply for leave.
* Overtime: It will show number of overtime done by employee, total overtime hours, remaining overtimes & and option to apply for overtime.
* Feedback and rating.
* Logout.